

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150026-3

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OP/BSD	
1. TITLE OF REPORT (If a fill-in report include Form No.) CFC Status Report for Office Chairmen						2. TYPE OF REPORT	
						<input checked="" type="checkbox"/> STATISTICAL	
						<input type="checkbox"/> NARRATIVE	
						<input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL		TRAINING	ADMIN. GENERAL OTHER (specify) All Directorates		
		LOGISTICS		SECURITY			
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 8		5. FREQUENCY (weekly, monthly, quarterly, etc.) Weekly during five-week period			6. DISTRIBUTION (No. of components not number of copies) 5		
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			OFFICE CFC Chairman, Secretary Volpe		
10. PREPARING COMPONENT (include lowest level contributing information to report) Fund Drive Coordinator				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-04 GS-09	Average \$4.25	20		\$85.00	5		\$425.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$425.00	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
CFC (formerly UGF) established requirement - date unknown.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS	
<input type="checkbox"/> CHANGE						DOLLARS	
<input type="checkbox"/> DISCONTINUE							
16. DATE OF INVENTORY 8 October 1970							

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